

## Chapter 3

### Award Information

## Chapter Overview

### Introduction

The awards program for civilian employees is highly decentralized within the Department of Defense (DoD); e.g., each Component establishes and administers recognition systems. The purpose of this chapter is to provide steps for entering, correcting, and deleting information on Awards.

A Request for Personnel Action (RPA) is required input to grant a monetary award and the award history is automatically updated in Oracle HR. Some awards do not require RPAs; e.g., non-monetary suggestions, non-monetary recognition awards, etc., and the employee's record can be updated in the database using the People Record.

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### See Also



Module 1, Fundamentals of the Modern DCPDS


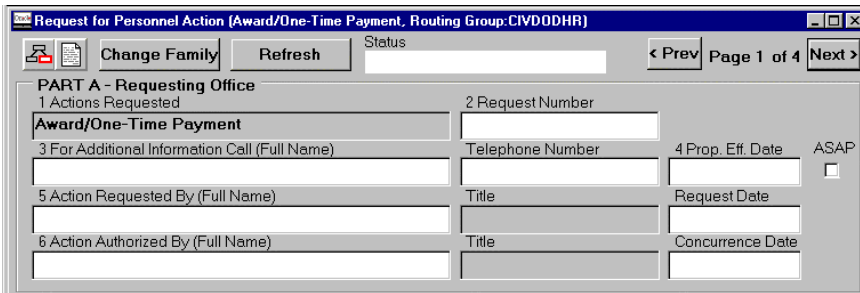
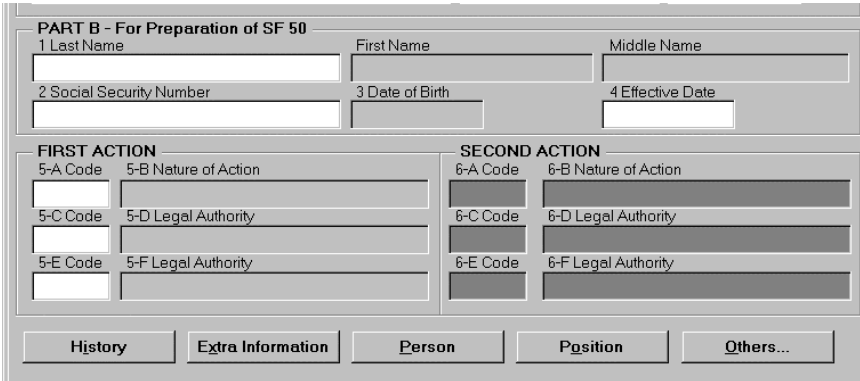
Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS

Module 6, Administering Pay, Benefits, and Entitlements Using the Modern DCPDS

## Entering a Monetary Award

**Purpose** This procedure provides steps to initiate the RPA for a monetary award.

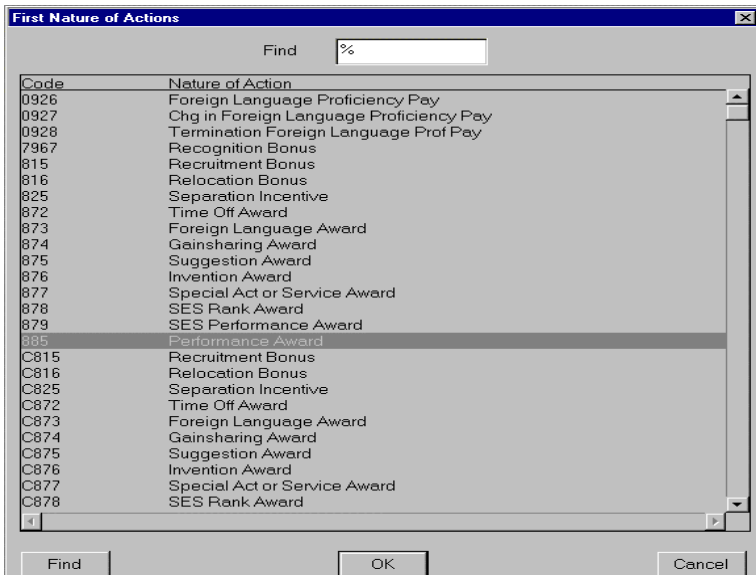
### Using the RPA

Step	Action
1	From the <b>Navigation List</b> → <i>Request for Personnel Action</i> → <i>Award/One-Time Payment</i> → <b>&lt;Open&gt;</b> .
2	<p>Page 1 of the RPA displays with <b>Actions Requested</b> data field populated. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions.</p> <p> <b>Note:</b> <i>Request Number</i> data field automatically populates when you save the action.</p> 
3	<p>In Part B of the RPA, enter the name of the employee receiving the award. The Social Security Number automatically populates. Enter the Effective Date, Block 4.</p> 

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## Entering a Monetary Award, Continued

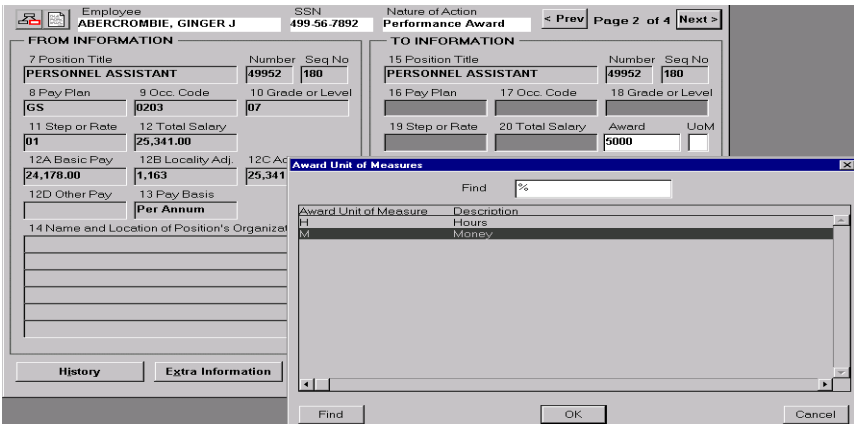
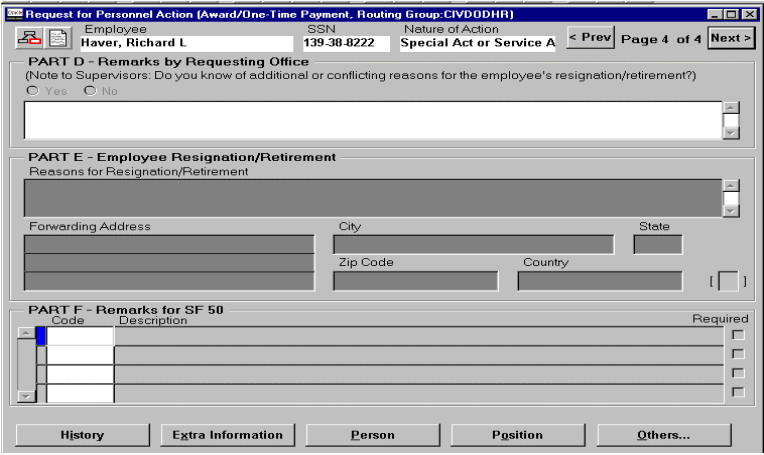
### Using the RPA (continued)

Step	Action
4	<p>With your cursor in <b>5-A Code</b> data field, use the LOV to display the <b>First Nature of Actions</b> Window or type in the correct Code. Select the Award Code you need and click &lt;OK&gt;. Data fields <b>5-A Code</b> and <b>5-B Nature of Action</b> of the RPA automatically populate.</p> 
5	<p>With your cursor in <b>5-C Code</b> data field, use the LOV to display the <b>First Legal Authority Codes 1</b> Window or type in the correct Code. Select the Code you need and click &lt;OK&gt;. Data fields <b>5-C Code</b> and <b>5-D Legal Authority</b> automatically populate.</p>
6	<p>Press [<b>Return</b>] or click &lt;Next&gt; at the top of the RPA to display Page 2. It is automatically populated except for the <b>Award</b> and <b>Unit of Measurement (UoM)</b> data fields.</p>

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## Entering a Monetary Award, Continued

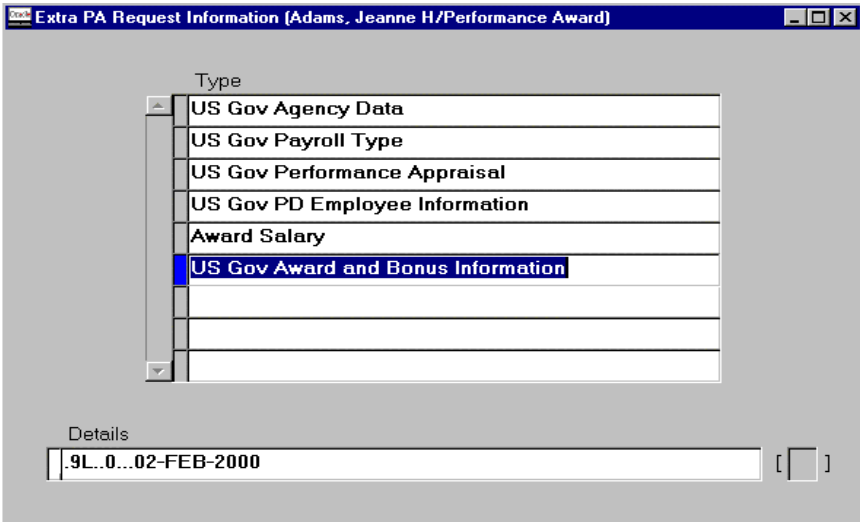

### Using the RPA (continued)

Step	Action
7	<p>If the award has a known dollar amount, type in the monetary amount in the <b>Award</b> data field. If the award is a Time Off Award, type in the number of hours. Tab to the <b>UoM</b> data field. Type in “H” for Hours or “M” for Money or click the LOV. The <b>Award Unit of Measure</b> Window displays. Select Hours or Money and click <b>&lt;OK&gt;</b>.</p> 
8	<p>The two data fields populate and page 3 displays. No action is required. The data fields are populated. Click <b>&lt;Next&gt;</b> to display Page 4. With your cursor in Part F – Remarks for SF 50, click the LOV.</p> 

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## Entering a Monetary Award, Continued

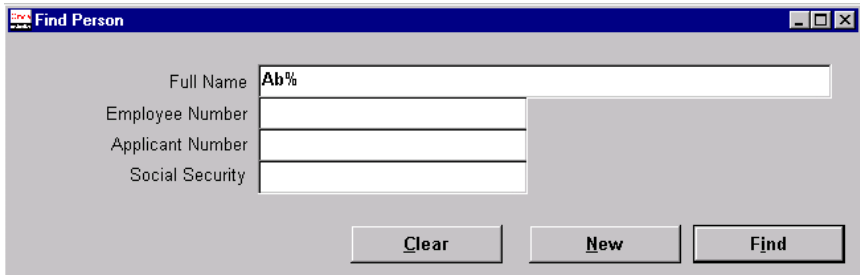
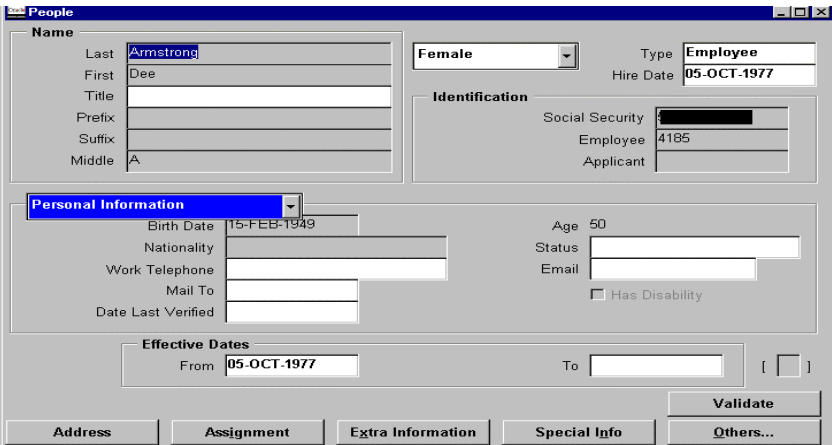
### Using the RPA (continued)

Step	Action
9	<p>The <b>Remarks</b> Window displays. Select the Remark needed and click <b>&lt;OK&gt;</b>.</p> <p>Click Save on the Toolbar.</p> <p>A Message Box displays with the assigned RPA Request Number. Click <b>&lt;OK&gt;</b>.</p>
10	<p>Click <b>&lt;Extra Information&gt;</b> on the RPA. The <b>Extra PA Request Information</b> Window displays.</p>  <p>Click <i>US Gov Award and Bonus Information</i>. Click in the <b>Details</b> data field to display the <b>Extra PA Request Information</b> Window. Input any needed information. You can also click:</p> <ul style="list-style-type: none"> <li>• US Gov Performance Appraisal.</li> <li>• Award Salary to verify any additional information.</li> </ul> <p>Click Save to return to the RPA.</p>
11	<p>Click Save on any page of the <b>RPA</b>.</p> <p> <b>Note:</b> Follow your Component guidelines in routing the RPA for approval, updating the HR database, and printing the Notification of Personnel Action (NPA).</p>

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## Entering a Non-Monetary Award

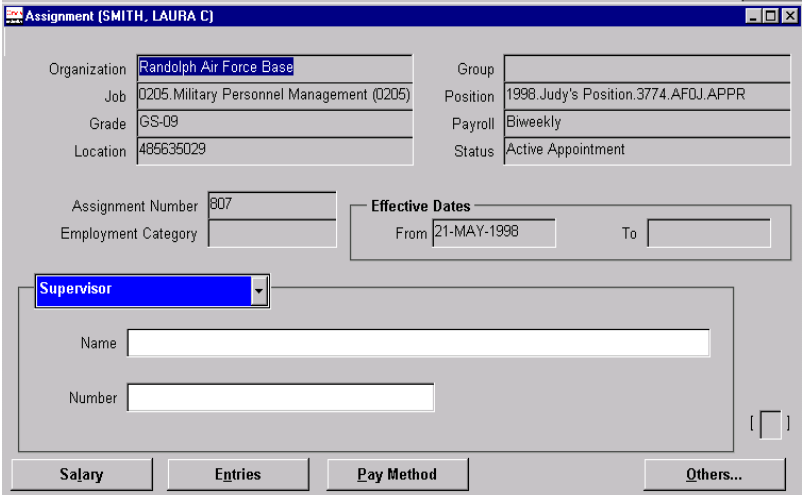
### Entering a Non-Monetary Award

Step	Action
1	<p>On the <b>Navigation List</b> → <i>People</i> → <i>Enter and Maintain</i> → <b>&lt;Open&gt;</b>. The <b>Find Person</b> Window displays.</p> 
2	<p>Use the query method or input the last name of the employee whose record you wish to update and click <b>&lt;Find&gt;</b> or press <b>[Enter]</b>. A list of names displays. From the listing, click the employee whose record you wish to update and click <b>&lt;OK&gt;</b>.</p>
3	<p>The <b>People</b> Window automatically populates with the employee's data from the <b>Find People</b> Window. Click <b>&lt;Assignment&gt;</b>.</p> 

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## Entering a Non-Monetary Award, Continued

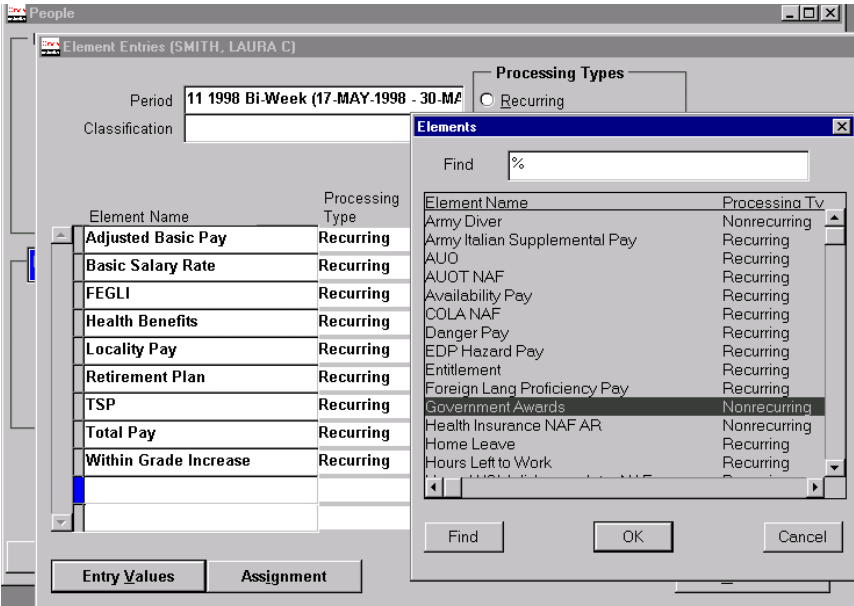
### Entering a Non-Monetary Award (continued)

Step	Action
4	<p>The <b>Assignment</b> Window displays with many of the data fields populated and/or grayed out. Click &lt;<b>Entries</b>&gt;.</p> 

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## Entering a Non-Monetary Award, Continued

### Entering a Non-Monetary Award (continued)

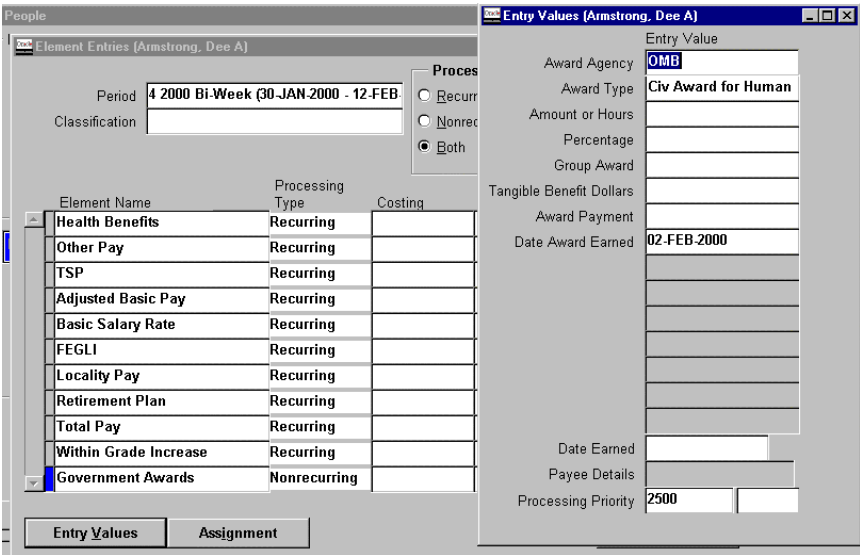
Step	Action
5	<p>The <b>Element Entries</b> window displays. Your cursor will be on the first data field in the <i>Element Name</i> column. Move the <i>Current Record Indicator</i> to the first blank data field or place your cursor in the blank <i>Element Name</i> data field and click to move the cursor to that data field.</p> <p>Click the LOV. The <b>Elements</b> Window displays. Click <i>Government Awards</i> and click &lt;OK&gt;.</p>  <p><b>Note:</b> All recurring elements that apply to the employee's record are stored in this LOV. Non-recurring elements are by pay period in which they are effective.</p>

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## Entering a Non-Monetary Award, Continued

### Entering a Non-Monetary Award (continued)

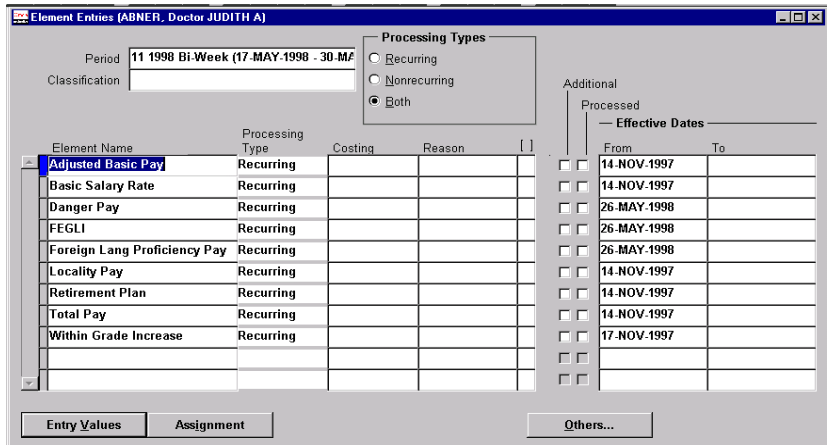
Step	Action
6	<p>Click &lt;<b>Entry Values</b>&gt; on the <b>Element Entries</b> Window to display the <b>Entry Values</b> Window. You can type the appropriate award data in the white data fields or click the LOV to make selections. Click &lt;<b>OK</b>&gt;.</p>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The Entry Value for Date Award Earned is completed only if the award you are entering is outside the <b>current pay period</b>.</li> <li>• The Date Earned field is embedded in the Oracle product and is not necessary to complete the action.</li> </ul>
7	Click <b>Save</b> on the Toolbar and exit the windows.

## Correcting Existing Award Data

**Purpose** This section explains the process for correcting existing Award data in the **current pay period**.

- Quick Guide** The steps to access the **Assignment Window** are as follows.
- On the **Navigation List** → *People* → *Enter and Maintain* → **<Open>**.
  - On the **Find Window**, locate the employee's name by typing the last name of the employee and click **<Find>**.
  - Select the employee's name from the listing and click **<OK>**.  
*OR*
  - Type a few letters of the employee's last name, followed by "%," click **<Find>**, select the employee's name, and click **<OK>**.
  - Click **<Assignment>** on the **People Window**.
  - Click **<Entries>** on the **Assignment Window** to display the **Element Entries Window**.
  - Continue following the steps in this procedure to correct the award.

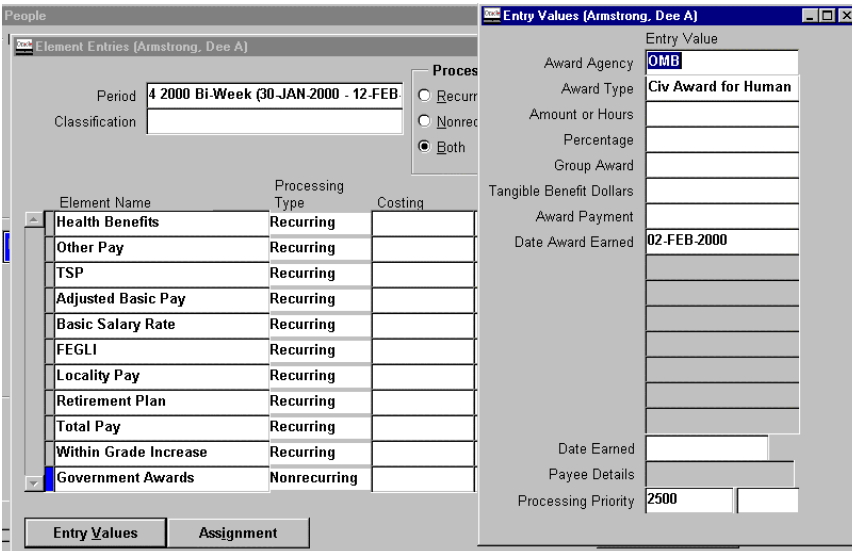

### Correcting an Existing Award

Step	Action
1	<p>The <b>Element Entries</b> Window displays. Move your cursor to the first blank data field. Type in Government Awards. Click <b>&lt;Entry Values&gt;</b>.</p> 

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## Correcting Existing Award Data, Continued

### Correcting an Existing Award (continued)

Step	Action
2	<p>The <b>Entry Values</b> Window displays. Click the <b>Entry Values</b> data field or fields that needs correcting. Use the LOV to update or type in the correct information. Close the Window and return to the <b>Element Entries</b> Window.</p>  <p> <b>Note:</b> Only non-recurring awards that fall in the <b>current pay period</b> display in the Element Name data field. If it is outside the <b>current pay period</b>, date track to the date needed and make the correction.</p>
3	Click <b>Save</b> and exit the windows.

## Deleting Non-Monetary Award Data

<b>Purpose</b>	This section explains the process for deleting existing non-monetary award data if it is <u>within the <b>current pay period</b></u> .
<b>Before You Begin</b>	<ul style="list-style-type: none"> <li>• If the award is not within the <b>current pay period</b>, date track to the date needed on the <b>Element Entries</b> Window and follow the steps in this procedure.</li> <li>• If an RPA was used to create the monetary award, then you must do a Correction-Cancellation RPA to delete it.</li> </ul>
<b>Quick Guide</b>	<ul style="list-style-type: none"> <li>• On the <b>Navigation List</b> → <i>People</i> → <i>Enter and Maintain</i> → <b>&lt;Open&gt;</b>.</li> <li>• On the <b>Find</b> Window, locate the employee's name by typing the last name of the employee and click <b>&lt;Find&gt;</b>. Click the correct employee's name from the listing and click <b>&lt;OK&gt;</b> or type the first few letters of the employee's last name, followed by "%," click <b>&lt;Find&gt;</b>, click the employee's name, and click <b>&lt;OK&gt;</b>.</li> <li>• Click <b>&lt;Assignment&gt;</b> on the <b>People</b> Window.</li> <li>• Click <b>&lt;Entries&gt;</b> on the <b>Assignment</b> Window to display the <b>Element Entries</b> Window.</li> <li>• Move your cursor on the <b>Element Entries</b> Window to the Award <b>Element Name</b> data field that you need to delete.</li> <li>• Continue following the steps in Deleting Award Action Data.</li> </ul>
<b>Deleting Award Action Data</b>	


Step	Action
1	Click <b>E</b> dit on the Main Menu Bar → <b>C</b> lear <b>R</b> ecord to delete the data field or click the Red X on the Toolbar.
2	Click <b>S</b> ave and exit the windows.  <b>Note:</b> If you discover you deleted the Award <b>Element Name</b> data field by mistake, and you have not yet clicked <b>Save</b> ; close the <b>Element Entries</b> Window WITHOUT saving. Click <b>A</b> ction → <b>C</b> lose <b>W</b> indow. Click <b>&lt;No&gt;</b> when the dialog window asks if you want to save your data.

## Processing Mass Awards

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**Purpose** This section provides information on how to process mass awards that allow for efficient processing of a group of similar personnel actions.

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**See Also**  Module 5, Workforce Relations Using the Modern DCPDS  
 Chapter 3, Award Information  
 Section, Entering A Monetary Award

Module 1, Fundamentals of the Modern DCPDS  
 Chapter 7, Folders

Module 4, Staffing Using the Modern DCPDS  
 Chapter 6, Mass Actions


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**Before You Begin** A Mass Award is a collection of individual awards processed en masse to save modern DCPDS users time, effort, and keystrokes. The personnel actions required to document each award could be processed with an individual RPA when the following conditions are met:

- Effective date.
- Nature of action.
- Authority code is the same for all of the awards being processed as a mass action.

You cannot change individual award amounts; i.e., percentage or salary amount, once you have “executed” the action.

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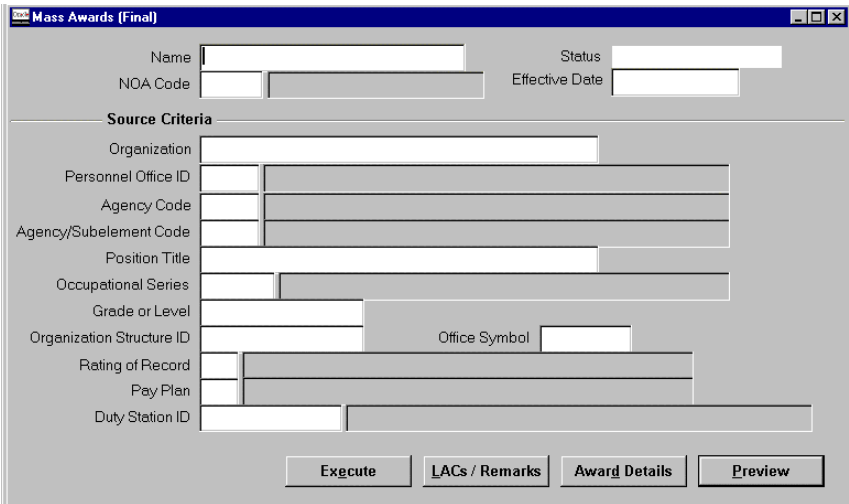
**Who Does It**  The capability to create and execute a mass award is only available in the CIVDOD Personnelist responsibility.

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## Processing Mass Awards, Continued



### Processing Mass Awards

Step	Action
1	<p>On the <b>Navigation List</b> → <i>Mass Actions</i> → <i>Final Mass Awards</i> → <b>&lt;Open&gt;</b>.</p>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The <b>Mass Awards (Preview)</b> Window is available as a “rough draft” window. It is exactly like the <b>Mass Awards (Final)</b> Window, but without the <b>&lt;Execute&gt;</b> Taskflow button. You can create the Mass Award by clicking either menu item. Mass Awards can only be processed in the <b>Final Mass Awards</b> Window.</li> <li>Components may want to use both forms, but limit the number of personnel who can run the final process for security reasons.</li> </ul>
2	<p>The <b>Mass Awards (Final)</b> Window displays with four taskflow buttons.</p> 
3	<p>With your cursor in the <i><b>Name</b></i> data field, type in a unique name for the award you are creating.</p>

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## Processing Mass Awards, Continued

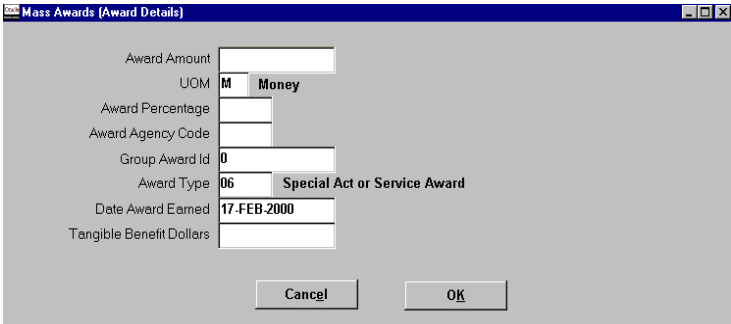

### Processing Mass Awards (continued)

Step	Action
4	With your cursor in the <b><i>NOA Code</i></b> data field, click the LOV to select the code or type it in.
5 	Click the LOV or type in a date in the <b><i>Effective Date</i></b> data field.  <b>Note:</b> <ul style="list-style-type: none"> <li>Name and Effective Date are required fields.</li> <li>The <b><i>Status</i></b> data field is system-generated to show how far your award has progressed: e.g., Unprocessed, Submitted, etc. No action is required.</li> </ul>
6 	Click the LOV to choose either the <b><i>Organization</i></b> , or <b><i>Personnel Office ID</i></b> . <b><i>Agency Code</i></b> and <b><i>Agency/Subelement Code</i></b> data fields are optional.  <b>Note:</b> You can use wildcards to populate some data fields; e.g., FP% to extract organization codes that begin with FP; G% in pay plan to get all pay plans beginning with a G, etc.
7	Click the LOV or type in the information in the following (Optional) data fields: <b><i>Position Title</i></b> , <b><i>Occupational Series</i></b> , <b><i>Grade or Level</i></b> , <b><i>Organization Structure ID</i></b> , <b><i>Office Symbol</i></b> , <b><i>Rating of Record</i></b> , <b><i>Pay Plan</i></b> , and <b><i>Duty Station ID</i></b> data fields.

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## Processing Mass Awards, Continued

**Award Details** Displays the **Mass Awards (Award Details)** Window where data to be changed in the mass award can be inputted and saved.

Step	Action
1	<p>Click &lt;<b>Award Details</b>&gt;. The <b>Mass Awards (Award Details)</b> Window displays with several of the data fields populated from the previous window.</p> 
2	<p>With your cursor in the <b>Award Amount</b> data field, type in the amount.</p> <p><i>OR</i></p> <p>Click the <b>Award Percentage</b> data field and type in a percentage. For example, one and a half percent would be entered as 1.5 (no percent sign).</p> <p> <b>Note:</b> The <b>Award Percentage</b> data field only applies to Performance Awards.</p>
3	With your cursor in the <b>Award Agency Code</b> data field, type in the information or click the LOV and click the agency granting the award; e.g., AR for Army.
4	<b>Group Award Id</b> automatically populates with "0."
5	<b>Award Type</b> automatically populates.
6	<b>Date Award Earned</b> populates with the current date or you can input another date.
7	Type in dollar amount in <b>Tangible Benefit Dollars</b> data field, if required.
8	Click < <b>OK</b> > to return to the <b>Mass Awards (Final)</b> Window.

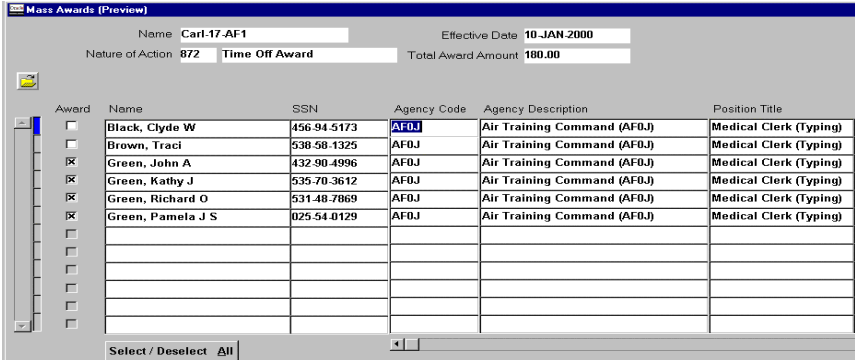

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## Processing Mass Awards, Continued

### Previewing Your Action

Displays the **Mass Awards (Preview)** Window where names for a mass award can be viewed and selected or deselected.

Step	Action
1	<p>On the <b>Mass Awards (Final)</b> Window, click <b>&lt;Preview&gt;</b>. The <b>Mass Awards (Preview)</b> Window displays with data elements populated from the previous windows.</p> <p>Name and SSN are included in the columns a second time so they will appear on the downloaded product, in the event you export the awards preview folder to a spreadsheet.</p>  <p> <b>Note:</b> The “X” in the <b>Appraisal</b> checkbox indicates the name on the line next to the “X” is to be included in the mass appraisal action. Deselect the “X” if the name is <u>not</u> to be included. If a large number of names appear on the window, but only a few are to be included, click <b>&lt;Select/Deselect All&gt;</b> to remove the “X” from the checkboxes. Then, select the few names to be included by individually selecting “X” in the checkbox next to the names.</p>

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## Processing Mass Awards, Continued

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### Previewing Your Action (continued)

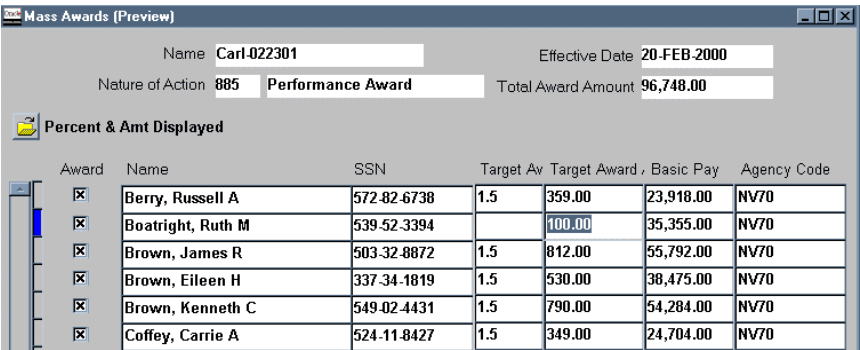
Step	Action
1 (cont)	The <b>Appraisal</b> checkbox displays next to the <i>Name</i> and <i>SSN</i> columns. You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible. The remaining columns are: <i>Org Structure ID, Office Symbol, PAS Code, PAS Code Description, Unit Id Code, Unit Id Code Description, Employing NAFI, NAF Activity (AR, Pay Plan, Pay Plan Description, Grade, Performance Constraint Indicator (Demo), Target Bonus Indicator (Demo), Target Bonus Reason (Demo), Target Appraisal Type, Target Rating of Record, Target Rating of Record Level, Target Rating of Record Pattern, Target Factor (AF), Target Date Appraisal Due, Target Date Effective, Target Appraisal Period End Date, and Comments (free form for your use only).</i>
2	Save your action by clicking Save on the Toolbar and exit the window.

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## Processing Mass Awards, Continued

**Changing Your Action** You have the options of changing your action before you “execute” it.

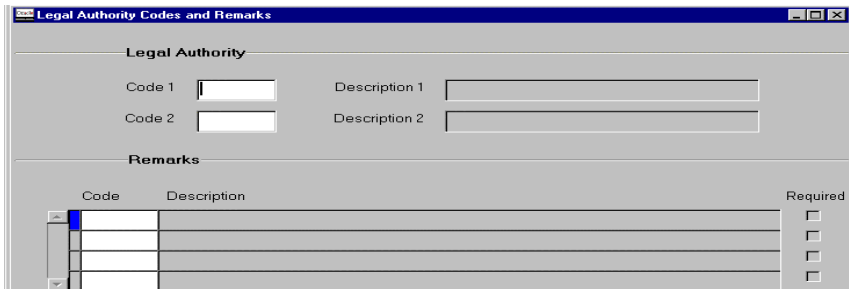

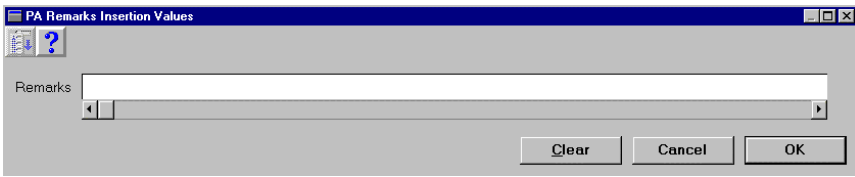
Step	Action
1	Open the <b>Mass Award (Final)</b> Window and click < <b>Preview</b> >.
2	<p>The <b>Mass Awards (Preview)</b> Window displays. To change the dollar amount, place your cursor in the <b>Target Award Amount</b> data field and substitute the desired dollar amount for the percentage of award salary amount.</p>  <p><b>Note:</b> The system deletes the information in the <b>Target Award Percentage</b> data field when the dollar amount is input.</p>

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## Processing Mass Awards, Continued

### Legal Authority Codes and Remarks

Authority code(s) and any remarks saved on this window will apply globally to the mass award.

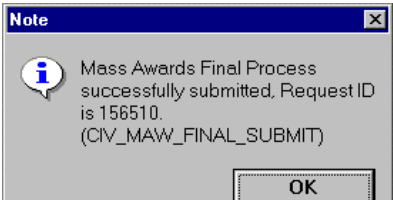

Step	Action
1	<p>Click <b>&lt;LACs/Remarks&gt;</b>. The <b>Legal Authority Codes and Remarks</b> Window displays. With your cursor in the <b>Legal Authority Code 1</b> data field, click the LOV.</p>  <p> <b>Notes:</b></p> <ul style="list-style-type: none"> <li>At least one LAC is required, but remarks are optional.</li> <li>The <b>Required</b> Checkboxes are not used because there are no standard remarks required to be on all Mass Awards.</li> </ul>
2	<p>The <b>First Legal Authority Code 1</b> Window displays. Click VGL and click <b>&lt;OK&gt;</b>. The clear text populates in the <b>Description 1</b> data field.</p>
3	<p>With your cursor in the <b>Remarks Region Code</b> data field, click the LOV. The <b>Remarks</b> Window populates with ZZZ and the <b>PA Remarks Insertion Values</b> Window displays. Type in your remark and click <b>&lt;OK&gt;</b>.</p> 
4	<p>Click Save on the Toolbar and exit the window. The <b>Mass Awards (Final)</b> Window displays.</p>

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## Processing Mass Awards, Continued

### Processing “Executing” the Award

This enables you to process “executing” your mass action by submitting it to update the database.

Step	Action
1	<p>Click <b>&lt;Execute&gt;</b>. A Message Box displays and says “Mass Awards Final Process successfully submitted.”</p> 
2	<p>Click <b>&lt;OK&gt;</b>.</p> <p> <b>Notes:</b></p> <ul style="list-style-type: none"> <li>Once you have “Executed” or “Processed” the action, <b>&lt;Preview&gt;</b> is grayed out on the <b>Mass Awards (Final)</b> Window.</li> <li>Individual award actions that do not successfully pass the business rules will create an RPA for the Award and flow to the designated utility groupbox for failed automatic actions, normally “WGI Personnel.”</li> </ul>

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## Processing Mass Awards, Continued

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### Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

Step	Action
1	From the <b>Navigation List</b> → <i>Federal Maintenance Forms</i> → Process Log → <b>&lt;Open&gt;</b> .
2	The <b>Process Log Errors</b> Window displays with the request number as the last part of the <b>Program Name</b> data field. The <b>Log Text</b> Region displays the reason for the error(s). Use the scroll bars to read the remaining information.
3	The actions will be corrected as needed.

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